



HYGIENETECH

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State of California
Board of Equalization
450 N Street
Sacramento, California 94279

Document No. 20710005.3

Regarding: Personal Contents and Furniture/Equipment Inspection and Cleaning Project
22nd, 23rd, and 24th Floors

The State of California Board of Equalization (BOE) is the tenant in a building owned and maintained by the Department of General Services (DGS). The BOE retained a panel of consultants to assist in the assessment of the building located at 450 N Street in Sacramento, California.

BACKGROUND FACTS

On approximately September 24, 2007, the DGS moved modular furniture away from walls in a vacant 23rd floor workspace, for purpose of repainting. BOE management, while following up on the progress made, noted some discoloration and potential water damage on an external wall and notified DGS. In response, DGS inspected the area and opened up portions of the wall for a visual inspection. DGS continued with a similar process on portions of the 22nd floor, which is immediately below the balcony. DGS did not use any containment measures before it cut opened portions of the walls.

During the wall cavity inspections, potential fungal growth was observed on and in between layers of drywall in the exterior walls on the 23rd floor and some areas on the 22nd floor. Testing of the surface samples confirmed the presence of fungal growth on portions of the drywall. On September 27, 2007, BOE Management closed the south side of the 23rd floor and the 22nd floor, pending a complete assessment to identify the nature and scope of the fungal growth and to locate the source of moisture giving rise to it.

Some staff was initially moved to the 24th floor and others were placed elsewhere.

On October 4, 2007, a similar visual examination was begun on the 24th floor, which led to the identification of potential fungal growth on a portion of a single ceiling tile above the 24th floor. Testing confirmed the presence of fungal growth. The 24th floor was also closed for the reasons set forth above.

DGS conducted daily air sampling on the closed floors and throughout the building.



As a result of the floor closures, more than 200 employees, Board Members and their staff have been relocated. Some remained in the HQ building and 114 members of the legal staff have been relocated to the Franchise Tax Board offices.

As part of the initial building evaluation, Stephen Munday, MD, a medical consultant, and industrial hygienists evaluated the air testing data from testing performed by DGS and its consultants and inspected the closed floors and determined that there is no evidence of gross contamination of building contents with fungal materials.

The BOE, however, requested measures be taken to address the concerns of its employees.

PLAN

As an added layer of caution, each group of records/documents are currently being individually inspected by Hygiene Technologies International, Inc. (HygieneTech) industrial hygienists per the protocol outlined in HygieneTech Document No. 20701005.1 date October 16, 2007. The purpose of this current document is to address the personal contents and hard surfaced furniture/equipment on these three floors. There are no regulatory or health standards for moisture or fungal levels in indoor environments; however, many government agencies and scientific organizations have provided guidance for use in these circumstances, such as the United States Environmental Protection Agency (U.S. EPA), American Conference of Governmental Industrial Hygienists (ACGIH), and New York City Department of Health and Mental Hygiene (NYC DOHMH). This project of personal content and furniture/equipment inspection and cleaning was developed based on these guidelines.

PROTOCOL FOR INSPECTION AND CLEANING


The following procedures are to be followed for the purpose of inspecting and cleaning all relevant personal contents and hard surface furniture/equipment from the 22nd, 23rd, and 24th floors within the BOE building located at 450 N Street in Sacramento, California.

- 1) All personal content and hard surfaced furniture/equipment shall be vacuumed with equipment having high efficiency particulate air (HEPA) filtration and then wet-wiped with a suitable biocide.
- 2) All smaller items following the required cleaning set forth in Step 1 shall then be placed into new boxes provided by BOE or a third party contractor.
- 3) All larger items following the required cleaning set forth in Step 1 shall then be wrapped in a single layer of 6 mil polyethylene sheeting.
- 4) All such items shall then be visually inspected to ensure that there is no evidence of visible water staining/damage, excess dust, fungal growth, and/or odors commonly associated with fungal growth, subsequent to which a random and representative number of surface tape samples shall be collected to verify the effectiveness of the cleaning process. The frequency and number of surface tape samples to be collected will be at the discretion of the Industrial Hygienist performing the inspection.
- 5) Surface samples will be collected for fungal growth assessment using Scotch[®] Brand cellophane tape segments affixed to microscope slides. All such samples will be analyzed for fungi (including yeasts, molds, rusts, smuts, and mushrooms) by trained and experienced microbiologists at a laboratory accredited by the American Industrial Hygiene Association (AIHA).

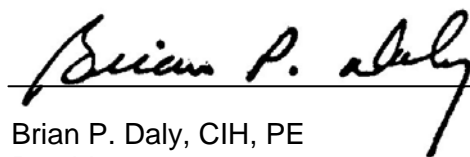


- 6) Only after data showing no evidence of surface fungal growth or above-background levels of loose fungal spores will those items be released.
- 7) All boxes/larger items approved for removal from these floors shall each have an Inspection Checklist attached. Each Checklist shall be signed by the Industrial Hygienist responsible along with the date and time the box/item was inspected and approved.
- 8) The approved boxes/larger items shall be brought to the freight elevator by an approved third party contractor, which will then be received by BOE representative for distribution to the appropriate parties.
- 9) In the event that surface fungal growth and/or above-background levels of fungal spores are recorded on the surface tape samples, an assessment will be made to determine which boxes and/or items will need to be re-cleaned.
- 10) Any item or items that do not satisfy any or all of the criteria set forth shall be removed and placed in a temporary location on each floor and actions to be taken are to be determined.
- 11) All such work is to be performed by or under the direction of an American Board of Industrial Hygiene (ABIH) Certified Industrial Hygienist (CIH).

HYGIENE TECHNOLOGIES INTERNATIONAL, INC.



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